

Instructions for the Amendment to the
Area Agency on Aging Plan for Title III-E of the
Older Americans Act-
The Family Caregiver Support Program

The purpose of this signature page is to show that area agency board and advisory council approved the plan amendment. It further signifies the commitment of the area agency to carry out the plan.

The person(s) authorized to sign the final plan on behalf of the area agency on aging must sign here and indicate his/her title. This approval should occur before the final plan is submitted to the Bureau of Aging and Long Term Care Resources for approval.

SECTION V-E – FAMILY CAREGIVER SUPPORT PROGRAM BUDGET FOR THE AREA AGENCY AND AGING UNITS

General Instructions

The information on this budget page of the plan indicates the proposed budget of the area agency **and** county aging unit for funds available under the Family Caregiver Support Program for 2001.

This budget summarizes the overall budgets of the aging units in the planning and service area. It presents a concise picture of how the area agency and the county aging units propose to budget the Title III-E funds they receive from the Bureau of Aging and Long Term Care Resources, as well as the match, program income, and other sources of funds available to the aging units which relate to the Title III-E funds from the Bureau of Aging and Long Term Care Resources.

Round all figures to the nearest whole dollar.

This budget page follows the same general format as other budget pages for the area plan for older people. Expenditure categories are listed in the first column. Revenue

Note: Dollars are only listed once on each budget page. Dollars listed in any given budget cell on a budget cannot be also listed in another cell. The only exceptions are cells in the "Total Budget" column, which naturally represent the sum of funds listed elsewhere on the budget page. Dollars listed in any given budget page may not be shown elsewhere on another budget page. The only exception is the Summary Budget, which summarizes all other budget pages.

Column 1 - Expenditure Categories

Note: The service definitions for the Family Caregiver Support Program differ somewhat from the definitions used in Title III-B. Please read the service definitions listed below.

Administration - General management functions of the area agency related to the management and administration of the Title III-E funds from the Bureau of Aging and Long Term Care Resources.

Information - Group services, including public education, provision of informational health fairs and other similar designations as determined by the state.

Outreach - Interventions for the purpose of identifying potential caregivers and encouraging their use of existing services and benefits.

Information and Assistance - A service that provides current information on opportunities and services available; assesses the problems and capacities of the individuals; links the individuals to the opportunities and services available; to the maximum extent practicable, ensures that the individuals receive the services needed, and are aware of the opportunities available to the individuals by establishing adequate follow-up procedures.

Case Management - Assistance either in the form of access or care coordination in circumstances where the older person or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers. Activities of case management include assessing needs, developing care plans, authorizing services, arranging services, coordinating the provision of services among providers, follow-up and reassessment, as required.

Temporary Respite - Temporary, substitute supports or living arrangements to provide a brief period of relief or rest for caregivers. It can be in the form of In-home respite, adult day care respite, or institutional respite for an overnight stay on an intermittent, occasional, or emergency basis.

*Note: **Temporary** is defined as follows: Not more than seven consecutive days, nor more than 14 days in a calendar year.*

*Note: The following supplemental services to support the needs of caregivers may be provided on a limited basis. **Limited Basis** is defined as follows: Not more than once per week (or a total of eight hours/wk).*

Personal Care - Providing personal assistance, stand-by assistance, supervision or cues for people having difficulties with one or more of the following activities of daily living: eating, dressing, bathing, toileting, and transferring in and out of bed.

Homemaker - Providing assistance to people having difficulty with one or more of the following instrumental activities of daily living: preparing meals, shopping for personal items, managing money, using the telephone, or doing light housework.

Chore - Providing assistance to people having difficulty with one or more of the following instrumental activities of daily living: heavy housework, yard work, or sidewalk maintenance.

Adult Day Care/Adult Day Health - Provision of care for dependent adults in a supervised, protective, congregate setting during some portion of a 24 hour day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, meals for adult day care and services such as rehabilitation, medications assistance and home health aide services for adult day health.

Nutrition Counseling - Provision of individualized advice and guidance to individuals, who are at nutritional risk, because of their health or nutritional history, dietary intake, medications use or chronic illness, about options and methods for improving their nutritional status, performed by a health professional in accordance with state policy.

Assisted Transportation - Provision of assistance, including escort, to a person

Columns 2-10

Column 2 Title III-E Budget

Enter the amount of federal Title III-E funds budgeted for each expenditure category.

Column 3 Cash Match Budget

Enter the amount of cash match, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Column 4 In-Kind Match Budget

Enter the amount of cash match, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Column 5 Other Federal Budget

Enter the amount of federal funds, other than those received from the Bureau, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Examples of other federal funds might include USDA reimbursements and Title V program funds.

Column 6 Other State Budget

Enter the amount of state funds related to the Title III-E funds in column 2, budgeted for each expenditure category.

Examples of other state funds might include AFCSP and state transportation aids.

Column 7 Other Local Budget

Enter the amount of local funds, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Enter interest income in this column.

Column 9 Prior Year Program Income Budget

Enter the amount of prior year program income, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Column 10 Total Budget

Enter the total dollar amount of resources, related to **and including**, the Title III-E funds in column 2 budgeted for each expenditure category.

SECTION VI-K –FAMILY CAREGIVER SUPPORT PROGRAM

Title III-E of the Older Americans Act, the Family Caregiver Support Program, **requires** aging units to provide directly, or under agreement, the five categories of services listed in this section. Refer to the Bureau of Aging and Long Term Care Resources Policies for Title III-E for further guidance.

The purpose of this section is to present an overview of the technical assistance and training that the area agency proposes to provide to aging units in the PSA, in support of the aging units' activities under Title III-E.

Coordination

Describe how the AAA will provide technical assistance and training to aging units to assist in the coordination of the Family Caregiver Support Program with the activities of other agencies providing caregiver support.

Describe how the AAA will provide technical assistance and training to aging units to assist in the coordination of the Family Caregiver Support Program with the Alzheimer's Family and Caregiver Support Program (AFCSP).

Title III-E Service Category

Briefly describe how the area agency on aging will support the activities of aging units in the PSA in their efforts to provide this service to caregivers. This section gives an overview of the AAA's proposed technical assistance and training activities for each service category.

How will the Area Agency Monitor the Provision of this Service in the PSA?

Monitoring refers to those activities the area agency undertakes to routinely track the financial and programmatic integrity of the program.

AMENDED ASSURANCES OF COMPLIANCE WITH THE OLDER AMERICANS ACT FOR
THE AREA PLAN FOR OLDER PEOPLE

The 2000 amendments to the Older Americans Act also amended the assurances that area agencies on aging must agree to as a condition for designation and funding under the Older Americans Act.

A signed copy of this statement must accompany the plan.

The assurances agreed to by this signature page must accompany the plan when the plan is submitted to the Bureau of Aging and Long Term Care Resources.